

**Temporary Flexible  
Work Schedule Agreement**  
Effective date: 11/23/04

Upon employee request, the \_\_\_\_\_  
(agency)  
grants permission to \_\_\_\_\_ to work the  
(employee)  
following temporary work schedule beginning on \_\_\_\_\_  
(date)

	Week #1					Week #2					Total Hours
	M	T	W	Th	F	M	T	W	Th	F	
<b>Begin at:</b>											
<b>Lunch</b> (30 or 60 min)											
<b>End at:</b>											
<b>Daily Hours</b>											

This temporary flexible work schedule has been reviewed and approved by the employee's supervisor and division director to ensure adequate work group and office coverage of functions during the regular business hours and compliance with state rules regarding meal times and break periods.

The employee understands that the same performance expectations, requirements, and workplace standards shall apply during this temporary period, including but not limited to: completion of assigned tasks, time reporting and overtime requirements, and compliance with workplace rules and policies. During this period, the employee also understands that his/her leave benefits accrual and/or other eligible leave accruals (e.g. FMLA) may be affected; leave benefits will be calculated in proportion to the employee's time paid in each pay period.

This agreement shall not establish any right, entitlement, or otherwise affect the employee's position, salary, or career service status. This temporary flexible work schedule may be revoked or modified at any time at the sole discretion of agency management and may be assigned to a standard schedule of 8:00 a.m.-5:00 p.m. with a 60 minute lunch period Monday-Friday as defined by policy. This temporary schedule agreement will be reviewed on a regular basis.

_____ Employee Signature	_____ Date
_____ Supervisor Signature	_____ Date
_____ Division Director Signature	_____ Date

Copy to employee personnel file.